



**JOB ANNOUNCEMENT
CITY OF TROY, AL
INTERNAL/EXTERNAL**

CLASSIFICATION TITLE: NUTRITION CENTER AIDE/CUSTODIAN

FLSA DESIGNATION: NONEXEMPT, CLASSIFIED

OPENING DATE: March 18, 2016

CLOSING DATE: March 25, 2016

SKILL LEVEL: Skill Level 6

SUMMARY DESCRIPTION:

Under general direction, performs a variety of duties and responsibilities in support of nutrition center activities including safe, convenient and reliable transportation services to seniors; kitchen and food preparation duties in support of the congregate and home delivery meals, and ensures a clean and sanitary work area and complies with food preparation standards. Cleans and performs basic maintenance for the Nutrition Center building.

REPRESENTATIVE DUTIES: Under the Direction of the Nutrition Program Manager:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Prepares meals for congregate meals and home-delivery; assembles meals; assists with packing and loading and delivering meals; serves congregate meals.
2. Assures that the vehicle is in safe operating condition: reports the need for vehicle maintenance and repairs as required.
3. Records and maintains all fuel, mileage and trip records: maintains daily inspection records for vehicles.
4. Performs custodial services and basic maintenance of the Troy Nutrition Center.
5. Operate a variety of custodial equipment, including, high and low speed floor buffers, carpet cleaners. And vacuums: monitors equipment for preventative maintenance.
6. Empty and clean trash receptacles: sweep and scrub building floors: vacuum traffic areas: spot clean and shampoo carpet.
7. Dust and clean office furniture: clean upholstery, sofas and chairs as needed.
8. Clean interior and exterior windows and glass doors: disinfect and clean bathroom, kitchen and break areas.
9. Inventories and orders janitorial supplies, as well as replacing burned out light bulbs.
10. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Ability to use judgment to assess situations, take appropriate actions by evaluating individual circumstances and prioritize conflicting needs.
- Ability to work independently in the absence of supervision.
- Ability to read and comprehend maps, schedules and route information.
- Knowledge of traffic laws and safety rules applicable to the transportation of passengers.
- Ability and willingness to maintain a courteous, professional approach when handling the public and problems that arise.
- Ability to work effectively with co-workers at all levels of the organization, people affiliated with other organizations, and with the general public.
- Knowledge of basic methods, materials, equipment and tools in custodial work and maintenance.
- Knowledge of safe work practices.
- Knowledge of safe use and storage of cleaning chemicals.
- Ability to perform a variety of custodial tasks.
- Ability to operate power and manual janitorial equipment.
- Ability to interpret written instructions and warning label on cleaning chemicals.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

1. High School diploma or equivalent GED.
2. Must have a valid Alabama Driver's License a good driving record.
3. Subsequent to job offer, must submit to and pass a pre-employment physical, and drug and alcohol screening.
4. Subsequent to job offer, position subject to satisfactory background check.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

Essential Physical Abilities
Physical ability to perform essential job functions including but not limited to, sitting for an extended periods of time, standing, walking, stooping/bending, pushing/pulling (approximately 50 lbs.) lifting (approximately 30 lbs.), and climbing (stairs).
Supervisory Control
The Nutrition Center Manager assigns work in terms of general instructions. The Supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines

Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity
The work consists of transit related duties. The large number of policies, procedures, laws and regulations to be followed contributes to the complexity of this position.
Scope & Effect
The purpose of this position is to transport clients and to provide custodial support to the Nutrition Center. Success in this position results in greater effectiveness of the Nutrition Center's processes and services.
Personal Contacts
Contacts are typically with clients, employees, co-workers, support agencies, and members of the general public.
Purpose of Contacts
Contacts are typically to give or exchange information, resolve problems, and provide services.
Work Environment
The work is typically from site to site and in an indoor facility.
Supervision Exercised
None.

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training or job assessments.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy
Department of Human Resources
Troy, AL 36081

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION. APPLICATIONS WILL REMAIN ON FILE 6 MONTHS FROM CLOSING DATE.

The City of Troy is an Equal Opportunity Employer.